

Technical Branch  
Inspectional Group  
Building Series

**BUILDING INSPECTOR SUPERVISOR\***

04/87

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, supervises, coordinates and evaluates the work of the City's building structural inspectors; inspects construction projects to assure conformance with building codes and regulations; performs related duties as required.

**EXAMPLES OF DUTIES:**

Plans, assigns, supervises and coordinates the work of subordinate personnel; reviews the work of building inspectors to assure quality and uniformity of inspections; conducts and participates in training sessions; maintains records and prepares reports.

Conducts on-site inspections at various stages of construction to assure conformance with building codes and regulations; monitors construction of major projects; issues notices of violations and work stoppages for non-compliance with codes and regulations; assures construction adheres to approved plans; investigates and answers complaints.

Keeps abreast of and interprets codes, regulations and departmental policy and advises contractors, engineers, architects, the public and other inspectors; examines drawings and specifications for conformance with building codes and related regulations; issues permits to contractors; contacts contractors to explain changes in codes and regulations; testifies in court.

***Minimum Qualifications***

**Training and Experience:** Graduation from high school or G.E.D., and two years structural inspection experience at the level of a Building Inspector; or an equivalent combination of training and experience.

**Knowledge, Abilities and Skills:** Considerable knowledge of the principles of building and structural systems; considerable knowledge of the building codes and related regulations; considerable knowledge of the methods and materials of the structural construction trade; considerable knowledge of the defects and hazards of building installation and equipment.

Ability to identify defects and hazards associated with structural installation and equipment; ability to recognize deviations from approved plans; ability to objectively interpret code requirements; ability to enforce the building codes with firmness, tact and impartiality; ability to supervise, train and evaluate assigned personnel; ability to exercise good judgment and make sound decisions; ability to establish and maintain effective working relationships with fellow employees, contractors, officials and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain logs and records and prepare reports.

***Physical Requirements:*** Mobility within an office and construction site environment; able to climb stairs and ladders; operate a motor vehicle through City traffic.

***Licenses and Certificates:*** Texas Class "C" Driver's License; ICBO/SBCCI Certification as a Building Inspector preferred.

\* Building Inspectors are authorized to issue citations for violations of applicable City of El Paso Building Codes.

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Director of Personnel

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Department Head